



Kettering University

Travel Card – Cardholder Agreement

Cardholder Name: _____

Banner ID: _____

Department: _____

Campus Address: _____

Phone Number: _____ Fax Number: _____

This travel card may only be used for expenses related to official Kettering University business. Typical examples of approved uses of this travel card include expenses such as airfare, lodging, car rental, gas for rental car, meals, conference or meeting registrations and ground transportation.

This travel card may not be used for personal expenses. Any expenses other than those specifically authorized in Kettering’s Travel Policy are not allowed. Fraudulent or intentional misuse of the travel card will result in revocation of the card and/or possible criminal charges.

The following are your responsibilities as a Kettering University Travel Card Cardholder:

- Follow Kettering University’s travel policies;
- Submit your statement with receipts attached within 15 days of the statement date on which you had charges. See [Travel Policy](#) for more information;
- Report lost or stolen card immediately to Kathleen Remender at (810) 762-9815 and/or Commerce Bank at (800) 892-7104. If card is lost or stolen on campus, notify Campus Safety;
- Submit requests for changes such as name, address, and credit line increase to the Travel Card Administrator (Kathleen Remender);

If you choose to claim per diem for your meals and lodging on an Employee Travel/Expense Report, you must pay those expenses out of your own funds and not charge them to the travel card.

The travel card is to be used only by the named cardholder and is not to be loaned or transferred to anyone else. Should you terminate employment with the University, the cardholder has the specific obligation to surrender their travel card to Human Resources upon their exit interview. If the cardholder transfers to another department, and needs to keep their card, their new department head/supervisor will need to email kremender@kettering.edu to request that the employee be allowed to retain their card.

Kettering University is liable to Commerce Bank for all charges on this card. You are liable to Kettering University to file accurate, timely Travel Card statements and receipts to clear the funds advanced on your behalf.

AGREEMENT

As holder of this travel card, I agree to accept the responsibility for the protection and proper use of the card as listed above. I understand the items prohibited with this card (as detailed in Kettering University’s Travel Policy and stated above) and agree to abide by these as well as all other terms and conditions contained within this agreement. I also understand that expenses charged to the travel card are considered an advance of funds and may be recovered through a payroll deduction for the amount of any expense not returned in equal funds or voucher (Travel Card statement and receipts) within a time period considered reasonable by the Business Office or if the expenses are disallowed or unsubstantiated. This agreement will remain in effect throughout my employment with Kettering University or until I am no longer a Kettering University Travel Card cardholder.

Signature: _____ Date: _____
 Cardholder

Signature: _____ Date: _____
 Department Head